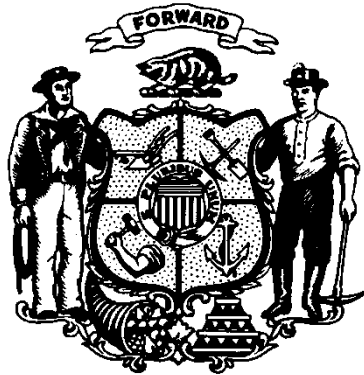


RFP No. 445-023

**REQUEST FOR PROPOSAL (RFP)
FOR THE LEASING OF AN OFFICE FACILITY
TO BE OCCUPIED BY THE
Department of Workforce Development (DWD)
Division of Unemployment Insurance (UI)**

Issued: Friday, December 11, 2015



Due date: Friday, January 22, 2016

**PREPARED BY:
STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT
101 EAST WILSON STREET, 7TH FLOOR
MADISON, WISCONSIN, 53707-7866**

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I. PROJECT OVERVIEW

A. PROJECT SCOPE

The State of Wisconsin is seeking a 3-year lease with three two-year renewals for 38,141 rentable square feet of office space for the Department of Workforce Development, Division of Unemployment Insurance DWD/UI Southeast Wisconsin Unemployment Insurance Help Center. This location will house approximately 214 employees and will require a minimum of 214 parking spaces for staff and 3 parking spaces for visitors, located at and/or near the facility. Additional parking requirements as noted in Appendix 1. The facility may be an existing, renovated or newly construct facility, and shall be located within the defined area in Appendix 1.

II. SELECTION AND AWARD PROCESS

A. SCHEDULE

The following is a **TENTATIVE** schedule of events regarding this RFP:

RFP Posting	December 12, 2015
Requests for Clarification due by 5:00 PM CT	January 4, 2016
Clarification Responses Posted	January 11, 2016
Proposals Due By 3:00 PM CT (Due Date)	January 22, 2016
Selection Committee Screening of Proposals	Approximately 2 weeks
Notification of Short-Listed Proposers	Approximately 1 week
BAFO DUE	Approximately 2 weeks
Letter of Intent	Approximately 2 weeks
Building Commission	TBD
Lease Execution	TBD
Targeted Tenant Access Date	July 1, 2016
Target Tenant Occupancy Date	August 1, 2016

B. PROPOSERS QUESTIONS AND DOA RESPONSES

On or before 5:00 PM CT on Monday, January 4, 2016, Proposers may submit written requests of clarification of this RFP and/or questions utilizing the form provided in Appendix 5. Submit the completed form via email to doarealestateinfo@wisconsin.gov. Please reference the RFP number in the subject line of the email.

Written responses to properly submitted relevant requests will be posted by Monday January 11, 2016 on the following website:

<http://www.doa.state.wi.us/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/>

Solicitation of information from the State, DOA, or the tenant Agency(s) outside of this designated process will not be addressed and may result in disqualification of the Proposer. RFP status and updates will be available on the above website as information becomes available.

C. SELECTION AND AWARD PROCESS

All Proposals submitted in response to this Request for Proposal will be graded by the Selection Committee. The Committee consists of DOA representatives and members from the tenant agency(s). The final selection will be made by the Secretary of the Department of Administration.

The selection of a Proposer is a three-part selection process.

Part One: RFP Response 40% of Total Score

Proposers must submit their Proposals by the RFP requirements designated in Section III. Proposals meeting the RFP requirements will be scored and evaluated by the Selection Committee based on the criteria listed in Section III C. Scores for each of these criteria are weighted to determine a total score. DOA and the tenant agency(s) may request presentations, conduct site visits, and/or request additional information in order to evaluate, score and choose Proposers to be short-listed and continue onto part two.

Part Two: BAFO 60% of Total Score

The Selection Committee will select up to four Proposers with the highest total scores from Part One and ask each to submit a Best and Final Offer (BAFO). The request may include an in-person interview, as well as clarification on responses, costs, square footage, and layout.

Part Three:

The Selection Committee will score the BAFO's and submit the top two Proposals that best meet the needs of the tenant agency(s), including a list of positive and negative aspects, to the Secretary of the Department of Administration for review and selection. The Secretary may choose one of the top two Proposals or determine no selection and send the RFP back to the Selection Committee for additional information or further review.

While lease terms (cost) of each Proposal will be heavily weighted, selection will be based on criteria which best meets the needs of the tenant agency(s), and provides the best value to the taxpayers. The final selection may not necessarily be the lowest cost Proposal.

The State reserves the right to cancel this RFP at any time and reject any and all Proposals at its sole discretion.

Letter of Intent (LOI):

After the final selection is made, the State will send a Letter of Intent to the selected Proposer. Further clarification, negotiation, lease terms, and final plans will be requested. Should the State be unable to negotiate a lease with the selected Proposer, the State reserves the right to cancel the selection and negotiate with another Proposer. This is not a request for a fixed-bid Proposal and all items are subject to further negotiations by either party. Considerations for variances to the specifications of this RFP may be given to spaces with "as is" conditions that may prohibit exact conformance to the specifications. A thorough explanation of the variances and the "as is" conditions contributing to the variance must be supplied by the Proposer.

Final lease execution is contingent upon approval of the State of Wisconsin Building Commission per Section IV C of this RFP.

III. PROPOSAL SUBMITTAL REQUIREMENTS

A. SUBMISSION

In responding to this RFP, Proposers must use the following format requirements and process:

- Submission of one (1) original and five (5) printed copies of the Proposal, which will serve as the official copies.
- Utilization of the attached Proposer's Response Sheet.

Proposals are due by 3:00 PM CT on Friday, January 22, 2016 (Due Date)

Proposals received after the due date will not be accepted. Upon receipt, they will be marked late, remain unopened and be returned to the sender.

Sealed copies of the Proposals shall be delivered to:

RFP #445-023
State of Wisconsin, Department of Administration
Division of Facilities Management
101 E. Wilson Street, 7th Floor
P.O. Box 7866
Madison, WI 53707-7866

Proposers must allow sufficient time for delivery of their Proposals by the date specified.

B. FORMAT

- Proposals should be spiral bound, printed on single sided 8 ½"x11" paper, either portrait or landscape. For legibility purposes, plans, schedules or other relevant proposal documents may be printed on 11"x17" paper, but folded to be equivalent to 8 ½"x11" paper.

C. CRITERIA

Proposals will be evaluated on the following criteria:

1. Lease terms and conditions
2. Location Attributes and site information
3. Facility Details and layout
4. Schedule

D. PROPOSAL CONTENT

The Proposal must meet at a minimum, the standards and requirements listed herein, including the language of the attached State of Wisconsin standard lease document (to be modified by the specific terms and conditions pertinent to this RFP). **It is mandatory that all Proposers utilize the attached Proposer's Response Sheet (Appendix 6);** and include the specific information, plans/drawings, specifications, and schedules required for their response, as listed below:

1. A fully completed "Proposer's Response Sheet." Supply documentation if available, supporting each of the cost elements, as noted, other than the base building rate.
2. Information for each firm on the Proposer's Team, including the Company name, contact person, business address, phone number, email address and website (if applicable).
3. If this is a build-to-suit response, information on team members should also include number of years in business and relevant experience related to this type and size of project.
4. A rendering, sketch, and/or photo illustrating the exterior views of the building.
5. A site plan indicating parking, including number and type of available spots, ingress/egress, loading dock(s), lighting, sidewalk, trash locations, and existing and proposed landscaping.
6. Describe or show on plans the distance to closest bus stop and frequency of bus service.
7. A 1/8" scale floor plan with a preliminary proposed layout. This plan should include dimensions and furniture. See Exhibit A for furniture typicals.
8. Include with the Proposal a marked map with the proposed building location.
9. Provide a breakdown of tenant improvement costs and operating expenses as indicated on the Proposer's Response Sheet. All building construction and tenant improvement costs are the responsibility of the Proposer and should be considered in the Proposer's response. If applicable, additional items (furniture, security, cabling, and move costs) may also be required.
10. A construction schedule and timeline for tenant improvements (TI's) from the fully executed lease to tenant occupancy.
11. A list of the areas, systems or critical characteristics in the Program Requirements evaluation criteria where the proposal exceeds the minimum requirements or does not meet the minimum requirements.
12. The Proposer shall comply with prevailing wage requirements of Section 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$100,000; and more than one trade is required to complete the entire project. If it is a single-trade project, the cost of construction must be \$48,000 or more. For additional information regarding how to apply for determination of Prevailing Wage, see www.dwd.state.wi.us.

IV. OTHER CONSIDERATIONS AND RESERVATION OF RIGHTS

A. PROCURING AND CONTRACTING AGENCY

The State of Wisconsin, Department of Administration (DOA), Division of Facilities Management (DFM) is the authorized agent of the Governor in the procurement of buildings and real estate for state government occupants. The Department of Administration will be the Lessee of record and will authorize the final selection made for this space. All negotiations relative to this lease will only be conducted with the DOA's designated contact.

B. RESERVATION OF RIGHTS

The State reserves the right, in its sole and absolute discretion, and as it may deem necessary, appropriate, or beneficial to the State with respect to the RFP, to:

- Cancel, withdraw, or modify the RFP;
- Modify or issue clarifications to the RFP prior to the Proposal Due Date. In the event the RFP is modified it will be posted here: <http://doa.wi.gov/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/> and all Proposers will be provided a chance to revise their Proposals;
- Request submission of additional information from some or all Proposers, following its review of one or more Proposals;
- Waive any irregularity or defect in any submission;
- Reject any Proposals it deems incomplete or unresponsive to the RFP requirements;
- Reject all Proposals that are submitted; and
- Reissue the original RFP, issue a modified RFP, or issue a new RFP, whether or not any Proposals have been received in response to the initial RFP.

1. Pre-development and Development Costs

The State is not liable for any costs incurred by a Proposer in replying to this RFP.

In addition, Proposers should be aware of the following:

- The State of Wisconsin, DOA, and/or the tenant agency(s) will not be liable for any costs associated with the preparation of a Proposal or negotiation of a contract incurred by the bidders;
- All Proposals, in their entirety, will become the property of DOA upon submission;
- Proposers should draw independent conclusions concerning conditions that may affect the methods or cost of development;
- Proposer shall be solely responsible for all pre-development (including demolition of existing improvements and due diligence studies such as traffic, geotechnical, storm water management, and other site preparations if new or remodeled facility proposed) and development costs associated with the project;
- Proposer shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time; and
- All equity and self-funded project pre-development money expended by a Proposer is at the sole risk of the Proposer. The State shall under no circumstances be responsible to reimburse same, whether pre- or post-selection.

2. Selection Non-Binding

The State's selection of a Proposer indicates only its intent to negotiate with the selected Proposer. The selection does not constitute a commitment by the State to execute a final agreement or contract with that Proposer. Proposers therefore agree and acknowledge that they are barred from claiming to have detrimentally relied on any action by the State, or its contractor, representative, or employees' actions for any costs or liabilities incurred as a result of responding to this RFP.

3. Communications with Media, Government Agencies, and Community

Proposers shall not initiate or pursue any discussions or communications with the media, government agencies, and/or the community without first coordinating with and receiving the approval of the State.

4. Wisconsin Open Records Law

All information in a Proposer's Proposal is subject to the provisions of the Wisconsin Open Records Law (Wisconsin Stat. 19.31 et seq.). Any information or data in the Proposal that the Proposer claims as proprietary and confidential and should not be disclosed by the State to third parties shall be clearly identified in their Proposal (each page shall be marked as "Proprietary and Confidential") and specified on the Designation of Confidential and Proprietary Information Form as provided in Appendix 8 of this RFP.

5. State Law

Any agreement between the State and the successful Proposer arising from this RFP will be governed, construed, and interpreted in accordance with the laws of the State of Wisconsin. Proposers are advised that under such laws, the State will not indemnify the successful Proposer against claims, demands, suits, actions, proceedings, liabilities, damages, losses, costs, or expenses of any kind by reason of injury or death to any person or for property damage arising out of or relating to the work to be performed.

C. STATE BUILDING COMMISSION APPROVAL

The State of Wisconsin Building Commission has statutory authority to approve lease transactions on behalf of the State. Proposers responding to this RFP should be aware of and take into consideration the following State of Wisconsin Building Commission policies:

- State of Wisconsin Building Commission policies require compatibility with local, jurisdictional governments in their long-range planning, economic development and zoning efforts. Failure to consider and address local zoning and municipal planning efforts your proposal may lead to disqualification.
- The State of Wisconsin Building Commission, in the effort to support local government planning, zoning and economic development, will consider recommendations from local officials as to the placement and use of State offices. Proposers should be aware that local official and community input may be sought by the Building Commission and can be a factor in the approval process.
- The local and/or county officials support may impact the approval of any project and their support does not guarantee approval of the State of Wisconsin Building Commission.

V. APPENDICES

A. APPENDIX 1 – PROGRAM REQUIREMENTS AND EVALUATION CRITERIA

The Proposal documents must meet at a minimum, the standards and requirements listed herein, including the language of the attached State of Wisconsin standard Gross Lease document (to be modified by the specific terms and conditions pertinent to this RFP). The Proposer should address and show how the Proposal meets or exceeds each of the following characteristics which are critical in the evaluation and award process.

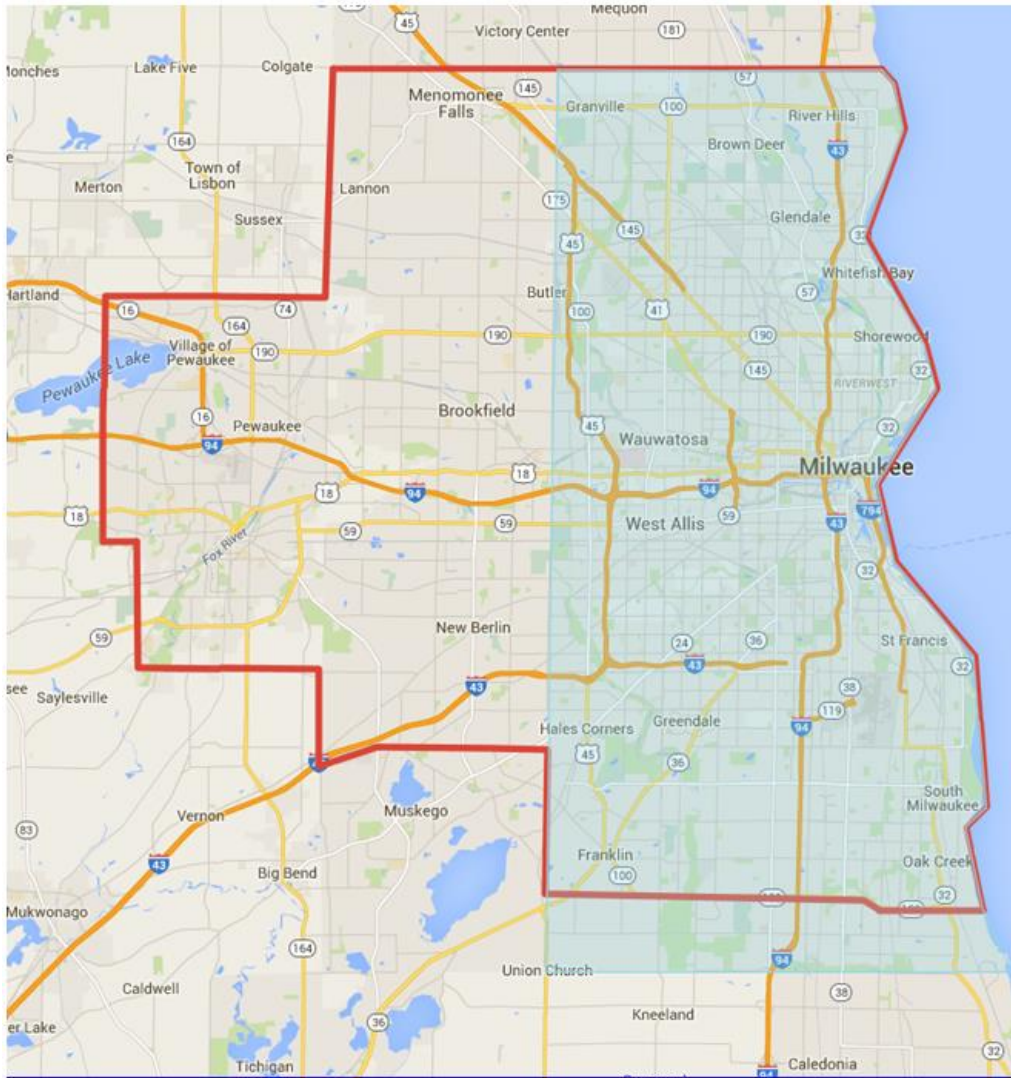
1. Lease Terms and Conditions

- a. **Lease Rate:** The lease rate shall be quoted as a gross rate for the amount of rentable square footage based upon a 3-year lease period with three, 2-year renewal options. The proposed gross rental rate should include base building rate, construction build-out rate, and rates for building maintenance, common area maintenance (CAM), insurance, utilities, snow plowing, landscaping, real estate taxes and Premise janitorial.
- b. **Access Prior to Occupancy:** Tenant and/or Tenant's vendors shall have access to Premises during the period Lessor is constructing improvements. Exact timing to be determined by Lessor and Lessee after Lessor's construction schedule is finalized. Tenant and/or Tenant's vendors shall not interfere with Lessor's contractor or cause an unreasonable delay to the Lessor's construction schedule.
- c. **Occupancy Date:** Provide timeline for completion of build-out and receipt of occupancy certificate. Indicate your certainty of meeting the targeted occupancy date. The targeted occupancy date is August 1, 2016.

2. Locational Attributes and Site Information

- a. The site location to be within the preferred geographic area as identified in the below map. The geographic area covers all of Milwaukee County, except those portions of the cities of Oak Creek and Franklin located south of Highway 100. Also included are the Waukesha County municipalities of New Berlin, Waukesha, Pewaukee, Brookfield, Menomonee Falls, Butler, Elm Grove and Lannon.
- b. Location must be within close proximity to a bus line with regular bus service several times daily, with at least one bus stop within close proximity to the location with an accessible sidewalk route to the building. Preference will be given to Proposals located closest to the bus stop.
- c. Provide information on Municipal water, sewer, police, and fire service.
- d. Provide information on Telephone, electric and natural gas utility service.
- e. Zoning will be compatible with this use.
- f. Proposer must obtain all necessary governmental approvals.

DWD PREFERRED AREA



3. Facility Details and Layout

The building will be evaluated on: Quality and Flexibility of the building including the overall building design and aesthetics of the space and site; Safety and Accessibility of clients, family members, and staff; Connectivity, Parking and Building Sustainability.

a) Quality and Flexibility of Building and Design

1. The space should have a rentable office area of approximately 38,141 square feet. The rentable square footage includes estimated circulation and building common space. The actual square footage leased may be less because of building efficiencies and shared areas.
2. Proposals will be accepted for single or multi-tenant buildings. In multi-tenant buildings Proposers should design the layout with a separate entrance for the Department of Workforce Development. The office suite must have an

identifiable separate entrance(s) either from the building interior if multi-tenant or exterior if sole tenant.

3. Space can be single floor or multiple floors. Space layout must accommodate work group adjacencies.
4. The proposal will be judged on the adequacy of the design to address program requirements as set forth below in Summarized Room Requirement. The majority of the evaluation in this section will be based on these requirements.
5. The successful Proposer will provide all design services required for permits and as required by the Lessee as the project proceeds. Redrawing of the design may be necessary to refine it to the needs of the Department of Workforce Development.
6. The Premises must be completely ADA accessible to staff and customers.

b) Safety and Accessibility Requirements

- i. There must be adequate exterior security lighting to allow for safe occupancy by staff and visitors during standard and non-standard hours, 7 days a week. Provide adequate security lighting for on-premise parking areas.
- ii. All areas of the Premises, the applicable common areas, entrances, exits and parking lots serving the Premises shall meet all requirements of handicapped accessibility, health, and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 351 through 365 and Americans with Disabilities Act guidelines (ADAAG). The ADAAG guidelines will take precedence over state building codes Chapter 52.04, except when such state codes shall be equal to or exceed specifications in ADAAG.

c) Connectivity

The Premises must be wired minimally with Cat6 wiring for computer networking connections. The Lessor is responsible to work with the tenants' local telephone service provider to ensure proper entrance cables are brought into the building. This may include building penetrations, access points, and cable pathways, to bring service into the designated main communications room in the building. Please see Schedule II, Construction Requirements attached for more detailed scope of work. Lessor will be responsible for all communication conduit, paths, and voice and data wiring. This shall include providing fiber and copper to the building and copper to all desktops and printers. In addition, the office must have the capability to use Lessee provided wireless technology. Copper connections will be needed to support wireless access points for the training room and all large and small conference rooms. Wireless will be used as a convenient supplemental secondary option.

d) Parking

1. DWD requires availability of parking at a minimum for 214 staff and 3 parking spaces for visitors (outside the secured area), located at and/or near the facility, plus the appropriate number of ADA spaces including a van accessible space. The Lessor will provide security fencing around the employee parking area, and a maintained security gate with card access control. The security gate will be controlled by Capitol Police with a CCure 8000 system. (See Schedule II, 12 c for card access system specifications). Security cameras are required to view all staff parking. Lessor to provide high resolution outdoor cameras capable of recording to a micro SD card up to 64G Bits. (Axis model P1365-E, or equivalent.) Security cameras should be connected to a network for retrieving security footage. (See Appendix 4, Exhibit B for camera specifications.)

2. Signage for Handicapped designated parking stalls to be provided and installed by proposer.

3 Location should have a loading dock and/or sufficient loading and unloading short-term parking spaces at building for passenger and delivery vehicles..

4. A bike rack is to be provided and installed by Lessor within the fenced employee parking area.

e) Design Services

1. The successful Proposer will provide architectural and/or the space design services required as the project is implemented. These services will include; preliminary schematics, plans and documents based on the building plan.

2. The Proposer will provide the final space plan in AutoCAD format to Lessee.

3. Tenant representatives will collaborate with the selected proposer to finalize drawings and specifications.

4. The Proposer will provide to the Lessee, one paper and electronic copies of the final contract and record documents, including construction specifications and State-approved plans. Project will not proceed until final construction documents are approved by Lessee.

f) Building Sustainability

Additional consideration will be given to those respondents that incorporate sustainable construction and development practices including sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. The State of Wisconsin sustainability guidelines are located at:

<http://www.doa.state.wi.us/Default.aspx?Page=c8781af1-a861-4196-89c7-4a56c7bce306>

B. APPENDIX 2 – GENERAL ROOM REQUIREMENTS

The general specifications for each area are listed below to assist in the space design process.

DIVISION OF UNEMPLOYMENT INSURANCE- **CLAIM SERVICES**
All of these areas need to be located in close proximity to each other.

See Appendix 4, Exhibit C for sample Workgroup configurations.

List of Areas and Suggested Sizes

Name	Type	Quantity	SQ. FT.	Total Sq. Ft.	Comment
Administration					
Private Office	Private	1	120	120	
Subtotal - Admin				120	

General					
Claims Support staff area	Workstations	7	64	448	Located near claims private office. (7) 64 sq. ft. cubicles
Claims Workgroups	Workstations	10 & 112	96 & 64	8,128	(10) 96 sq. ft. cubicles and (112) 64 sq. ft. cubicles. Reference Exhibit C for Workgroup configurations
Small Conference room	Room	1	150	150	
Bulk Storage/Cabinet Area	Open area	1	300	300	
Subtotal - General				9,026	

Total Admin & General				9,146	
Circulation & Public				3,658	Approximately 40%
Gross Rentable SQ. FT.				12,804	

DIVISION OF UNEMPLOYMENT INSURANCE- **ADJUDICATION**
All of these areas need to be located in close proximity to each other.

See Appendix 4,Exhibit C for sample Workgroup configurations.

List of Areas and Suggested Sizes

Name	Type	Quantity	SQ. FT.	Total Sq. Ft.	Comment
Administration					
Private Office	Private	1	120	120	
Subtotal - Admin				120	

General					
Support staff	Workstations	9	64	576	Located near Adjudication private office. (9) 64 sq. ft. cubicles
Open Office Area	Workstations	5 & 60	96 & 64	4,320	(5) 96 sq. ft. cubicles and (60) 64 sq. ft. cubicles. Reference Appendix 4, Exhibit C for workgroup configurations.
Small Conference Room	Room	1	150	150	
Subtotal - General				5,096	

Total Admin & General				5,166	
Circulation & Public				2,066	Approximately 40%
Gross Rentable SQ. FT.				7,232	

DIVISION OF UNEMPLOYMENT INSURANCE- AUDITORS

All of these areas need to be located in close proximity to each other.
See Appendix 4, Exhibit C for sample Workgroup configurations

List of Areas and Suggested Sizes

Name	Type	Quantity	SQ. FT.	Total Sq. Ft.	Comment
Administration					
Subtotal - Admin				0	

General					
Open Office Area	Workstations	7	64	448	(7) 64 sq. ft. cubicles located near visitor entrance. Reference Appendix 4, Exhibit C for workgroup configurations.
Small Conference room	Room	1	150	150	Located near visitor entrance
Subtotal - General				598	

Total Admin & General				598	
Circulation & Public				239	Approximately 40%
Gross Rentable SQ. FT.				837	

DIVISION OF UNEMPLOYMENT INSURANCE

These are shared spaces with all Unemployment Insurance work units, and can be located anywhere within the secure space with the exceptions noted in the comment column. See Appendix 4, Exhibit F and G for sample training room layouts.

List of Areas and Suggested Sizes

Name	Type	Quantity	SQ. FT.	Total Sq. Ft.	Comment
Subtotal - Admin				0	

General					
Visitor Waiting Area	Vestibule	1	100	100	Located outside secure staff area , in visitor entrance vestibule
Large Training Room	Room	1	2,000	2,000	
Large PC Training Room	Room	1	2,400	2,400	
Small PC Training Room	Room	1	800	800	
Small Conference Room	Room	1	120	120	
Large Conference Room	Room	2	480	960	
Data/Telecom Room	Room	1	500	500	Multi-floors will require additional wiring closets on each floor (100 sq. ft. each)
Mother's/Lactation room	Room	1	150	150	(2) stations within room
Mail/Work room	Room	1	1,000	1,000	Located near dock/loading area on ground floor
Storage Area	Room	1	400	400	
Break Room	Room	2	1,500	3,000	
IT Storage and Set up Room	Room	1	500	500	
IT Coordinator	Workstation	1	64	64	64 sf cube located near IT storage room
Coat Closet	Room/Space	6	20	120	All located near Large training room
Supply Closet	Room	1	100	100	
Small File Storage Room	Room	1	120	120	
Subtotal - General					

Total Admin & General				12,334	
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Circulation & Public				4,934	Approximately 40%
Gross Rentable SQ. FT.				17,268	

GRAND TOTAL, CLAIM SERVICES, ADJUDICATION, AUDITORS AND SHARED SPACES: 38,141

STAFF SPACE SUMMARY:

Total number of 64 sq. ft. cubicles: 196

Total number of 96 sq. ft. cubicles: 15

Total number of 120 sq. ft. private offices: 2

C. APPENDIX 3 – SUMMARIZED ROOM REQUIREMENTS

Following is a list by room, highlighting the specialized and/or unique features, fixtures or construction required, and is not necessarily all-inclusive. Please see Appendix 7, Schedule II CONSTRUCTION REQUIREMENTS for more details and specifications.

- A. Visitor Waiting Area: The area should be large enough for seating of up to 4 people located outside of secure staff area, near visitor entrance. One (1) voice line is needed for a Lessee provided entry access phone.
- B. Private Offices: The private office layout should allow for Lessee provided desk and computer return in addition to a small table and chairs for meetings. Private offices must have a sidelight window to allow for transfer of natural light. Private offices should not be located on perimeter, and should have a keyed lockset on the entry door.
- C. Open Office Area: The open office area should allow for the installation of fifteen (15), Lessee provided, 96-square foot office cubicle stations, and one hundred and ninety six (196) Lessee provided, 64-square foot office cubicle stations. It is preferred that the office cubicles be located on the exterior walls to allow for maximum natural light. There must be sufficient electrical circuits and phone/data outlets to accommodate staff. Standard electrical requirements for open office areas are four 20 amp circuits for every 6 systems furniture cubicles. Dedicated electrical circuits will be required for copiers and printers. The standard phone/data requirements per cubicle are 1 voice / 2 data jacks. The workstations will be grouped by function and supervisory location throughout the entire office. See Appendix 4, Exhibit C for work groups. The size of the cubicles can be either 12' x 8' or 9' x 10'8" for 96 square foot stations, and 8' x 8' or 7' x 9' for 64 square foot stations. Please reference Appendix 4, Exhibit A for typical configuration and contents of workstations.
- D. Large Training Room: The large training room should allow for classroom style training of up to 80 people. It is preferred that this space contain a movable folding wall partition with sound insulation, to allow separation into 2 spaces for smaller simultaneous training. The Proposer shall provide as tenant improvements to the

large training room wall blocking for Lessee provided two (2) 96" Eno Boards, or equivalent. (Reference Appendix 4, Exhibit D for Eno Board specifications.) This room should also be wired for video conferencing capabilities, including two (2) Lessee provided projectors. (Please reference Appendix 4, Exhibit E for short throw projector.) Final approval of equipment location will be required by tenant. Other requirements include minimum electrical outlets of 1 every 12 linear feet; and at least two data/voice cabling jacks should be located on all walls. The room should contain approximately 8 lineal feet of counter spaces with cabinets above and below and one hot/cold water double compartment stainless steel sink. Sidelights or windows in doors required. See Appendix 4, Exhibit F for sample room layout.

- E. Large PC Training Room: This large PC training room should allow for workstation style layout of up to 30 people plus 2 trainers. Each Lessee provided training workstation is 36 sq. ft. It is preferred that this space contain a movable folding wall partition with sound insulation to allow separation into 2 spaces for smaller simultaneous training. See Appendix 4, Exhibit G for room layout. This room should contain adequate voice/data jacks and electrical outlets to allow for 30 computers plus 2 trainer computers, 1 voice and 2 data jacks per computer. There should be one additional circuit to allow for the installation of a multi-function device. The proposer shall provide as tenant improvements to the PC training room wall blocking for two (2) Lessee provided 96" Eno Boards, or equivalent. (Reference Appendix 4, Exhibit D for Eno Board specifications.) This room should also be wired for video conferencing capabilities, including two (2) Lessee provided projectors. (Please reference Appendix 4, Exhibit E for short throw projectors.) Final approval of equipment location will be required by tenant. Keyed locks required for all doors into this room. Sidelights or windows in doors required.
- F. Small PC Training Room: This room should contain adequate voice/data jacks and electrical outlets to allow for 12 computers in workstation style layout, plus 1 trainer computer; 1 voice and 2 data jacks per computer. See Appendix 4, Exhibit G for room layout. The proposer shall provide as tenant improvements to the small PC training room wall blocking for Lessee provided (1) 96" Eno Board or equivalent. (Reference Appendix 4, Exhibit D for Eno Board specifications.) This room should also be wired for video conferencing capabilities, including one (1) Lessee provided projector. (Please reference Appendix 4, Exhibit E for short throw projectors.) Final approval of equipment location will be required by tenant. Keyed locks required for all doors into this room. Sidelights or window in doors required.
- G. Small Conference Rooms: The small conference rooms should each contain 1 voice and 2 data jacks in wall. Sidelights or windows in doors required.
- H. Large Conference Rooms: All conference rooms should each contain 1 voice and 2 data jacks on two separate walls. The proposer shall provide blocking on one wall and install a Lessee provided whiteboard. Sidelights or windows in doors required.
- I. Data/Telecom Room*: This room will contain the punch down blocks for the

telephone lines, the data patch panels in a rack(s), wire management, server and computer controllers, etc. Server, controllers and patch cables supplied by tenant. Racks will consist of 4, 19" floor standing open relay racks, with cable management between racks, and an overhead ladder above extending across room. These data racks must also be grounded- room to be equipped with grounding plate. It is important that adequate and appropriate HVAC be provided to this room – capacity to handle up to 10 kilowatts. The temperature must be maintained between 60 and 80 degrees Fahrenheit 24 hours a day, 7 days a week, every day of the year, as well as humidity between 20 and 80 percent. Estimated BTU is 7,500 per hour. One wall will be covered by painted ½ inch plywood over drywall from floor to ceiling, for telephone equipment and connections. A location that minimizes the distance of the cable runs is desirable. Room will have either one 40-amp hardwired circuit for large Lessee provided UPS, OR eight 20-amp circuits for 8 2KVA UPS's. Minimum of CAT6 data cabling is required. Room must have a minimum of 12 dedicated power circuits with 12, 5-20 duplex outlets- 4 behind data racks, 8 on walls around the room. Voice jacks to be on each wall, with one active line in the room. 8 four-plex data jacks on walls around room, except behind relay racks. Terminations to be on patch panels in data racks. Room will have card access (see Schedule II, 12 c for card access system specifications) and wiring for moisture and temperature monitoring.

*Any questions regarding requirements for this room please see link to state standard guidelines:

<http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

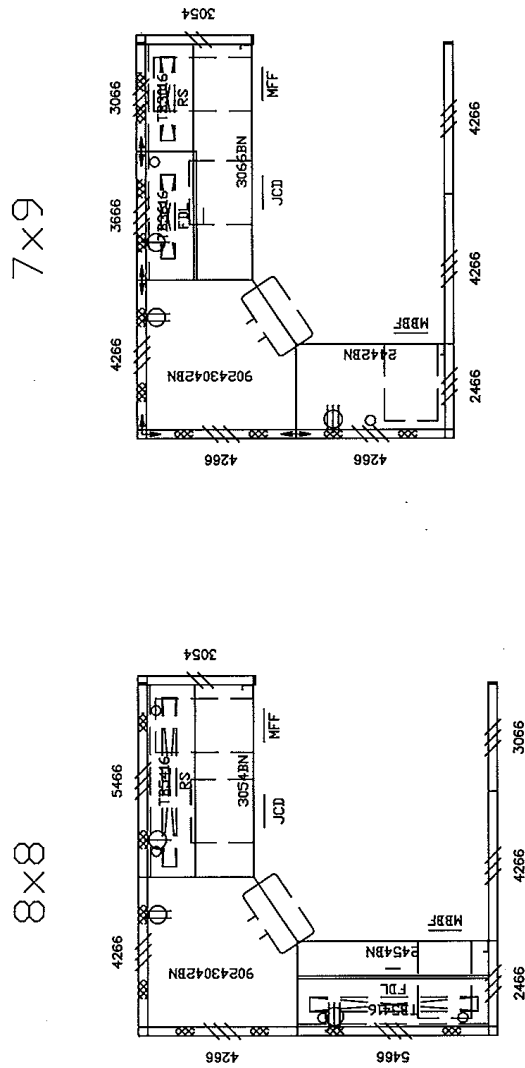
- J. Mother's/Lactation Room: The room needs to be large enough for two stations consisting of a small counter surface and a Lessee provided lounge chair. Room needs to have electrical outlets to plug in electric pumps. This room needs to have a small cabinet with a hot & cold water sink, and an electrical outlet for a small Lessee provided under counter refrigerator. An access card reader is required for this door (see Appendix 7 Schedule II, 12 c for card access system specifications).
- K. Mail/Work Room: This will be the central point for the sorting and processing of mail. Provide 10-12 feet of counter space with cabinets above & below with under cabinet lighting. Provide one voice outlet for phone and two data in 3 locations in this room. Provide two dedicated outlets for multi-function devices.
- L. Break Rooms: These rooms should be sized to adequately seat 50 staff at any one time. Provide adequate venting to exterior of building. There should be space and power available for a minimum of four Lessee provided refrigerators. Electrical service should allow for three microwaves, two toasters (all equipment provided by Lessee.) The room should contain two locations of 8 lineal feet of counter spaces with cabinets above and below and one double compartment hot/cold water stainless steel sink. There will be a vending machine area with space & electrical circuits for up to 3 machines. Vending area will need access to water line connection for vending style coffee machine. The break room will be located inside the

secure office area. Sidelights or windows in doors required.

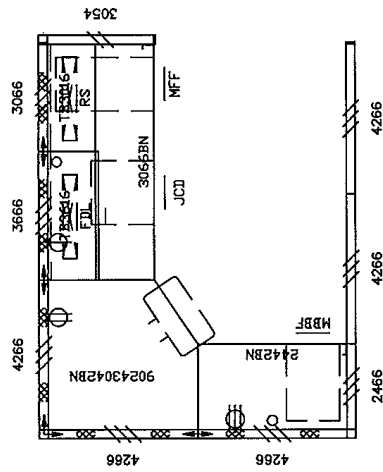
- M. Supply Closet: This room should have two walls lined with four (4) shelves 24" apart, from floor to ceiling with heavy-duty constructed wood shelving 24 inches deep supply storage. Keyed lock required for this door.
- N. IT Storage and Set-up Room: This room should have two walls lined with four (4) shelves 24" apart, from floor to ceiling with heavy-duty constructed wood shelving 24 inches deep for IT equipment storage. This room should contain approximately twelve (12) linear feet of plastic laminate counter work space for building computers. One duplex electrical outlet located every 3 lineal feet and six (6) data jacks evenly distributed along this wall at counter height. Keyed lock required for this door.
- O. Small file Storage Room. Keyed lock required for this door.
- P. Restrooms: Restrooms must meet code regulations, including ADA guidelines. **NOTE**: All restrooms shall have toilet(s), sink(s), paper towel dispenser, TP dispenser, soap dispenser, mirror and ADA compliant accessories.
- Q. MISC: All exterior ingress doors, doors separating public and office space and wiring closets are to have card access.

D. APPENDIX 4 – EXHIBITS

EXHIBIT A – FURNITURE TYPICALS



7x9



8x12

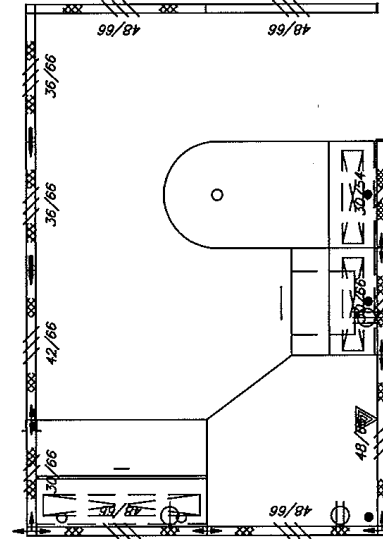


EXHIBIT B – CAMERA SPECIFICATIONS

Datasheet



AXIS P1365-E Fixed Network Camera

Outdoor-ready 1080p HDTV surveillance in all light conditions

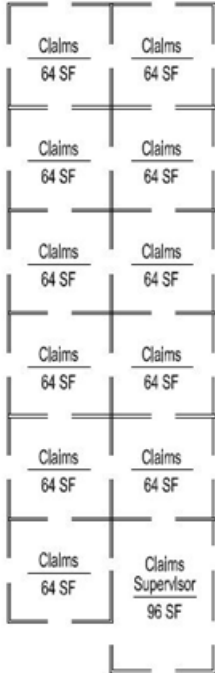
AXIS P1365-E delivers HDTV 1080p video in 50/60 frames per second with reduced noise and motion blur in demanding light conditions. Supporting WDR - Forensic Capture capability, video is highly optimized for forensic purposes and provides extreme levels of detail – even in scenes with very complex light conditions. Axis' Zipstream technology inherent in AXIS P1365 greatly reduces bandwidth and storage requirements. The remote back focus capability of AXIS P1365-E has proven to be very attractive for installers, optimizing installation efficiency and ensuring image sharpness. The IP66-, IP67- and NEMA 4X-, as well as IK10-rated AXIS P1365-E includes a wall mount bracket and a sunshield. Arctic temperature control ensures start-up and operation in temperatures ranging from -40 °C to 50°C (-40 °F to 122 °F).

- > [Lightfinder and WDR - Forensic Capture](#)
- > [HDTV 1080p in 50/60 fps](#)
- > [Axis' Zipstream technology](#)
- > [Two-way audio](#)
- > [Arctic temperature control](#)

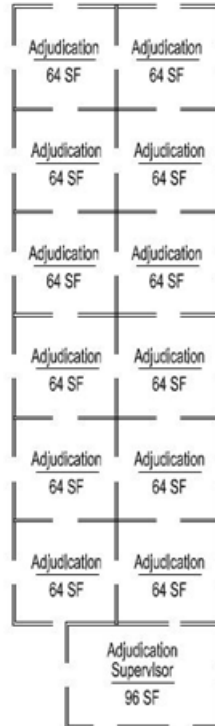


EXHIBIT C – SAMPLE WORKGROUP LAYOUT

Claims Workgroups
11/12- Staff
1- Supervisor
Quantity Needed: 10



Adjudication Workgroups
12- Staff
1- Supervisor
Quantity Needed: 5



Auditor Workgroup
7- Staff
Quantity Needed: 1

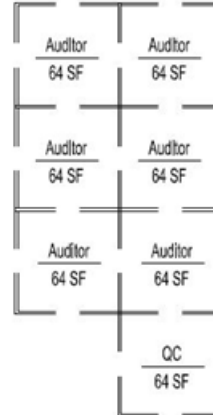
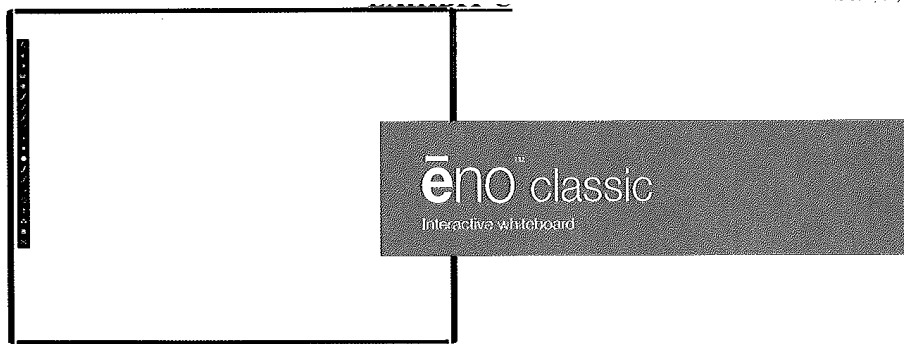


EXHIBIT D – INTERACTIVE WHITE BOARD SPECIFICATIONS



Features

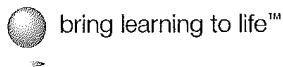
- **Embrace simplicity**—no cords, cables or hard connections to power or data. Installs in minutes.
- **Write and erase without care**—ēno classic offers an exceptionally smooth surface for dry-erase notes that erase today and 30 years from now.
- **Replace instead of repair**—With all technical components consolidated into a Bluetooth-enabled stylus, worries about multiple points of failure are a thing of the past. The board is maintenance-free, the stylus is a next-day replacement.
- Does not damage an existing ceramicsteel whiteboard or chalkboard during installation or removal
- **Multi-user input**—up to three users can simultaneously interact on ēno click, ēno and/or ēno mini slates
- **Environmentally certified**—Cradle-to-CradleSM Silver and SCS Indoor Advantage Gold certified
- **Forever WarrantySM**—durable and long-lasting ceramicsteel surface that lasts a lifetime
- **Magnets, markers, multimedia**—three boards in one.

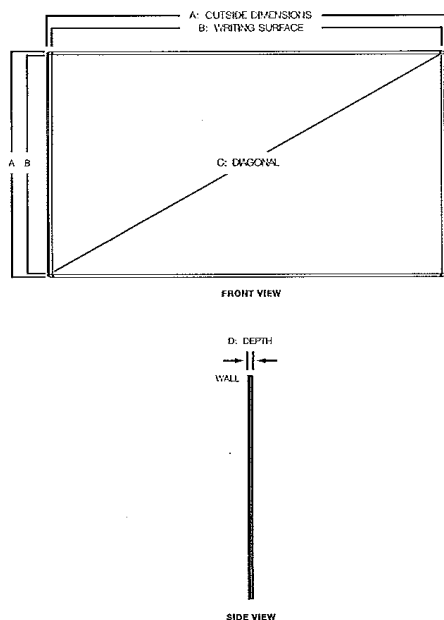
one whiteboard... infinite possibilities

ēno classic is the first and only environmentally certified interactive whiteboard to combine the simplicity and ease of a traditional markerboard with high-performance interactivity—without cords, cables or costly installation.

Go from markers to multimedia, from ink to internet, on a virtually indestructible ceramicsteel surface. Project your computer screen onto ēno classic and navigate through documents, presentations or websites from the board. Make notes to your heart's content with a regular dry-erase marker or with the stylus. In one simple click, save all your interactive notes to post, print or email. Or, reload the session tomorrow morning, and dig in again. It's that simple.

With the only environmentally certified writing surface in the world, ēno classic is in a class by itself.





	éno classic 2610	éno classic 2810
A (H x W)	48.2" x 64.5" (1223mm x 1638mm)	48.2" x 85.5" (1223mm x 2171mm)
B (H x W)	46.9" x 62.6" (1192mm x 1589mm)	46.9" x 83.5" (1192mm x 2122mm)
C (Diagonal)	78" (1986mm)	96" (2433mm)
D (Depth)	1.1" (27.3mm)	1.1" (27.3mm)
Weight	66 lb (30.06 kg)	82.5 lb (37.44 kg)



évision® PolyVision is committed to move toward sustainability in all areas of environmental stewardship—to protect people, replenish natural resources, and restore the communities in which we work and live.

*Antimicrobial protection is limited to the treated article and does not protect a user against disease causing bacteria. Always clean products thoroughly after each use.

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071111

www.polyvision.com | info@polyvision.com | 1.800.620.POLY

éno classic specifications

Writing Surface

- e³ environmental ceramicsteel whiteboard

Power Requirements

- No power requirements for the whiteboard
- Stylus requires one AAA battery

Educational Software (included)

- RM Easileach software
 - Toolbars for geography, math, science, and language arts
 - One content package – choose primary math, primary science, primary language arts or secondary combination pack (math, science and language arts)
- Specific offerings vary by country*

Accessories (included)

- Bluetooth-enabled stylus
- Moveable magnetic icon strip
- Bluetooth receiver for Windows or Macintosh (USB interface)
- One AAA battery
- PolyVision driver
- Two replacement stylus tips

Options

- 12" magnetic tray (MCR 12)
- 24" magnetic tray (MCR 24)
- Mobile adjustable height stand (MS 600)

Multiple Board Support

- Each board is offered in three different versions, each with a unique pattern (e.g. 2610 A, B or C) to enable multiple boards to operate in the same room

Recommended Computer Requirements

Microsoft Windows

- Pentium processor
- 512MB RAM
- XP, Tablet XP service pack 2 or above, Vista®, or Windows 7
- One available USB port

Apple Macintosh

- PowerPC or Intel microprocessor
- 512MB RAM
- System software OS X 10.3.9 or higher
- One available USB port

Bluetooth Stack Support

éno supports the following Bluetooth stacks:

- Windows: Microsoft, Toshiba, Blue Soleil™, Widcomm®/Broadcom®
- Macintosh: All Apple stacks

Environmental Certifications

- MBDC Cradle to Cradle Silver
- SCS Indoor Advantage Gold
- RoHS

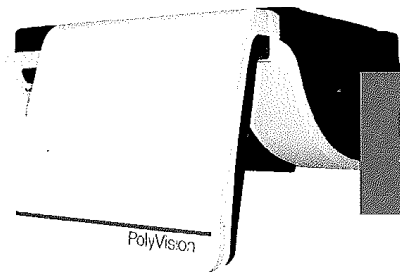
Warranty

- Forever Warranty on the e³ environmental ceramicsteel surface, ten-year warranty on the whiteboard (trim, mounts, etc.), two-year warranty on other components

PolyVision®

EXHIBIT E – PROJECTOR SPECIFICATIONS

PolyVision®
a steelcase company



PolyVision PJ920 ultra-short
throw projector for ēno® one

PJ920 specifications

(PJ905 short throw projector is also available. See separate specifications.)

- DLP with Brilliant Color technology
- Native resolution: WXGA (1280 x 800)
- Aspect ratio: 16:10 Native, 4:3
- Brightness: 2500 Lumens (typical); 2200 Lumens (eco mode)
- Lamp life: 4000/6000 hrs.
- 6-segment color wheel (RGBCWY)
- Contrast ratio: 1500:1
- Throw Ratio: 0.192
- Keystone correction: $\pm 15^\circ$
- 10 watt built-in speaker
- 3D-ready
- I/O connections: VGA (x2), HDMI, S-Video, Composite Video RCA, Audio mini jack (in and out loop), VGA Monitor Out
- Control terminals: LAN Ethernet RJ45, USB, Serial RS-232
- Networks: IP for remote management
- Compatibility for video system: NTSC/NTSC 4.43, PAL-B/G/H/I, SECAM
- Compatibility for video interface: Composite, S-Video, Component YPbPr, Component YCbCr, VESA Standard
- Format compatibility: QVGA, VGA, SVGA, XGA, SXGA+, UXGA
- Acoustic noise: 29dB (typical 230 W); 27 dB (typical eco mode 190 W)
- Weight: <20 lbs. (<9 kg)
- Lamp replacement accessible when mounted
- Warranty: 3 years on projector; 3 years on lamp
- Kensington theft protection
- Power cord: 4.5m
- VGA cable: 4.5m
- USB cable: 4.5m
- Power requirements: 100V-240V, 50 / 60 Hz
- Power consumption: 290 W (normal use); 240 W (eco mode); <1 W (standby)
- Temperature: 5°C ~ 40°C; -10°C ~ 60°C (non-operating)
- Operating altitude: sea level to 10,000' at 23°C
- Humidity: 10% - 85% (no condensation); 5% - 85% (no condensation, non-operating)

Choose the PolyVision PJ920
ultra-short throw projector for optimal
image projection with the ēno one
projection solution.



ēno one height-adjustable mobile configuration

SKU	Interactive whiteboard	Projector	Mount
ēno one 2610 MOB UST	ēno 2610	PJ920	Height-adjustable carriage + Mobile Leg Kit
ēno one 2810 MOB UST	ēno 2810	PJ920	Height-adjustable carriage + Mobile Leg Kit

ēno one height-adjustable wall mount configuration

SKU	Interactive whiteboard	Projector	Mount
ēno one 2610 AWM UST	ēno 2610	PJ920	Height-adjustable carriage
ēno one 2810 AWM UST	ēno 2810	PJ920	Height-adjustable carriage

ēno one fixed wall arm configuration

SKU	Interactive whiteboard	Projector	Mount
ēno one 2610 FWA UST	ēno classic 2610	PJ920	Fixed wall arm
ēno one 2810 FWA UST	ēno classic 2810	PJ920	Fixed wall arm
ēno one 2650 FWA UST	ēno click 2650	PJ920	Fixed wall arm
ēno one 2850 FWA UST	ēno click 2850	PJ920	Fixed wall arm

eVision™ PolyVision is committed to move toward sustainability in all areas of environmental stewardship—to protect people, replenish natural resources, and restore the communities in which we work and live.

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PolyVision®

EXHIBIT F – SAMPLE LARGE TRAINING ROOM LAYOUT

Large Training Room

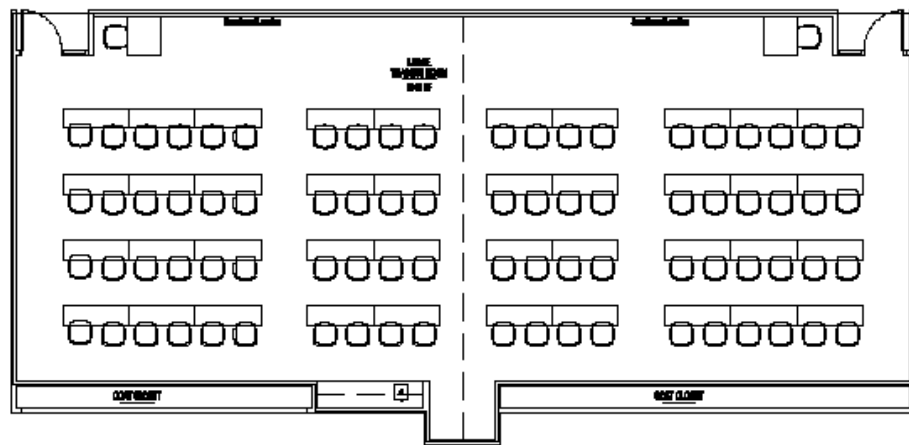
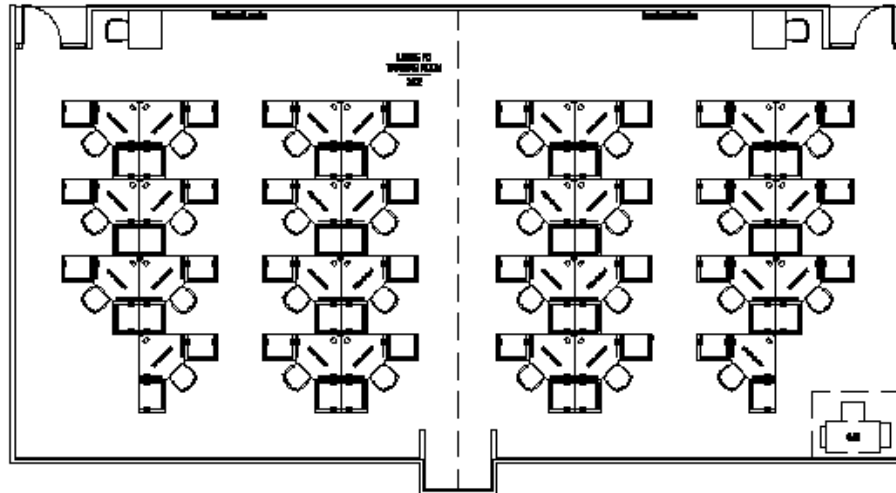
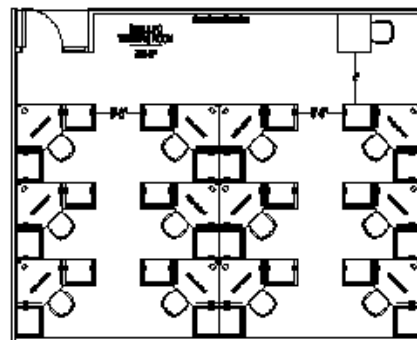


EXHIBIT G – SAMPLE LARGE AND SMALL PC TRAINING ROOM LAYOUT

Large PC Training Room



Small PC Training Room



E. APPENDIX 5 – FORM TO SUBMIT PROPOSER’S QUESTIONS

**STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION
REQUEST FOR PROPOSAL No. 445-023**

Instructions: On or before Monday, January 1, 2016 Proposers may submit written requests for clarification of this RFP and/or questions to the DOA by utilizing this form. Please submit the completed form via email to doarealestateinfo@wisconsin.gov. Written responses to properly submitted relevant requests for clarification and/or questions from Proposers will be posted by the DOA on the following website: <http://www.doa.state.wi.us/Divisions/Facilities-Management/Bureau-of-Real-Estate-Management/Current-Real-Estate-RFPs-and-RFIs/> by Monday, January 11, 2016. **Solicitation of information from the State, DOA, or tenant agency personnel other than through this form and process is prohibited and may result in disqualification of the Proposer.**

* * *

Contact Information: All fields must be completed by the Proposer submitting the form. Name (Please Print):

Proposer Team:

Company/Affiliation:

Email Address:

Telephone Number:

RFP Section/ Appendix	Page No.	Request for Clarification and/or Question

F. APPENDIX 6: PROPOSER'S RESPONSE SHEET

PROPOSER'S RESPONSE SHEET

Proposed Building Address _____ Proposal Date _____

RENTAL RATE PROPOSAL:

I. SQUARE FOOTAGE: As defined Appendix 1, 3a, Quality and Flexibility of Buildings Design of the RFP

- A) Total useable square feet (does not include common area) _____
- B) Total rentable square feet (includes common area) _____

II. GROSS RENTAL RATE CALCULATION: All amounts must be listed as annual rent per rentable square foot

- a) Net Building Rate (NNN rental rate) \$ _____/sq. ft.
- b) Operating Expenses (sum of 1-6 below) \$ _____/sq. ft.
- | | |
|---|------------------|
| 1) Real Estate Taxes | \$ _____/sq. ft. |
| 2) Insurance | \$ _____/sq. ft. |
| 3) In-Suite Janitorial | \$ _____/sq. ft. |
| 4) Common Area Maintenance (CAM) | \$ _____/sq. ft. |
| 5) Premises' Utilities Costs (heat, air-conditioning, electrical, etc.) | \$ _____/sq. ft. |
| 6) All Other Operating Expenses (e.g., repairs & maintenance, etc.) | \$ _____/sq. ft. |
- c) Total Tenant Improvements (sum of 1-3 below) \$ _____/sq. ft.
- Provide total costs and annual rent per rentable sq. ft.
- | | | |
|-----------------------------------|----------|------------------|
| 1) Total Premises Build out Costs | \$ _____ | \$ _____/sq. ft. |
|-----------------------------------|----------|------------------|
- d) Lessor Incentives Offered (sum of 1-3 below) Enter total allowance & reduction per rentable sq. ft.) \$(____)/sq. ft.
- | | | |
|---------------------------------|-------------|------------------|
| 1) Tenant Improvement Allowance | \$_(_____)_ | \$(____)/sq. ft. |
|---------------------------------|-------------|------------------|
- Gross Rental Rate (sum of (a), (b), (c), & (d) above) \$ _____/sq. ft.

- Notes:**
- 1) The State requires a full-service, gross lease with any and all operating expenses included in the Gross Rental Rate.
 - 2) Tenant Improvements above include Premises Build out costs, furniture & installation costs & moving costs. Provide total costs for each expense type and provide the applicable rent per rentable square foot included in the annual Gross Rental Rate.
 - 3) All lines above must be completed. Place "N/A" for any terms that are not applicable.

III. TERMS AND CONDITIONS:

- | | |
|---|--------------------------------------|
| A) Length of Lease (Initial Lease Term) | Three (3) years |
| B) Annual Escalator, if any (shall not apply to Net Tenant Improvements) | _____ % |
| C) Renewal Options | Three 2-year options |
| D) Renewal Rental Rate – Initial Year (do not include Net Tenant Improvement Costs) | \$_____/rentable sq. ft. |
| E) Pre-Occupancy Date | One month prior to
Occupancy Date |
| F) Occupancy Date | _____, 20__ |
| G) Rent Commencement Date | _____, 20__ |
| H) # of Free Months of Rent Offered, if any (based upon Gross Rental Rate) | _____ |

IV. SUBMITTED BY:

Proposer's Contact Information

Proposer's Agent Contact Information (if different)

Company Name

Agent/Firm Name

Full Address (street and city)

Full Address (street and city)

Telephone Number (Office/Mobile)

Telephone Number (Office/Mobile)

Email Address

Email Address

Contact Name

Contact Name

Signature

Signature

G. APPENDIX 7: SAMPLE LEASE LINK AND SCHEDULES I & II

SAMPLE LEASE LINK

<http://www.doa.state.wi.us/Documents/DFM/BREM/Lease%20Template%202-23-15.pdf>

If Proposers have any issues with the terms of the State Gross Lease, these issues shall be submitted with their Proposal. **NOTE:** A buyout agreement will be part of this lease.

SCHEDULE I

LESSOR'S RESPONSIBILITIES

The Lessor, at Lessor's cost, shall furnish to the Lessee during the term of this Lease, as part of the rental consideration, the following:

1. The environmental control system shall maintain a comfortable humidity level and temperatures for an estimated use of 60 hours per week as follows:

Summer

76 Degrees (+/- 2^o)
50% Humidity Level (+/- 10%)
(+/- 5%)

Winter

70 Degrees (+/- 2^o)
25% Humidity Level

The temperature range during unoccupied times (generally 6 p.m. to 6 a.m.) may be varied by up to +/- 10^o of the above temperatures.

2. Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2013, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2013 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2013 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 minimum guidelines.

Lessor shall meet the following requirements:

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning to meet:

Seasonal set points shall be as follows:

Summer: 76 Degrees (+/- 2 degrees) and humidity of 50% (+/- 10%)

Winter: 70 Degrees (+/- 2 degrees) and humidity level of 25% (+/-5%)

- c. Provide a fully ducted supply and plenum return HVAC system with adequate zoning.
 - d. All new exterior walls and ceilings must meet minimum insulation code requirements.
 - e. Provide perimeter heating for exterior walls if required to meet seasonal set-points.
 - f. Provide space heating for airlocks and lobbies, if necessary.
 - g. All air-handling equipment filters are changed quarterly.
 - h. Provide automatic temperature adjustment capability for unoccupied modes.
 - i. Provide separate venting/fans for restrooms.
 - j. Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.
 - k. Thermostat locations in open office area to be 48" AFF, in locations not behind furniture.
 - l. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.
 - m. The use of non-tenant adjustable thermostats or locking thermostat covers.
- 3. Install and maintain fire extinguishers according to any governmental building code and underwriters' (UL) recommendations.
 - 4. Provide safe drinking water with hot and cold running water for restrooms, counter sinks and janitorial facilities. Such drinking water shall meet minimum State of Wisconsin Drinking Water Quality Standards.
 - 5. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors. Provide a minimum of 1 foot candle security lighting for on premise parking areas.
 - 6. Provide (2) master keys for entrance doors.
 - 7. At Lessor's cost provide Water and Sewer & Heat and Air conditioning.
 - 8. At Lessor's cost provide electricity for lights and other electrical equipment necessary for operation of the Premises.
 - 9. At Lessor's cost furnish, install and replace during the term of this Lease and any extension thereof, light bulbs, fluorescent tubes, starters, ballasts or transformers.
 - 10. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 360 - 365, and the ANSI A117.1. ANSI Regulations will take precedence over Wisconsin Administrative Codes, except

when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and ANSI A117.1.

11. Furnish building occupancy or use permit(s) if required.
12. Furnish all necessary janitorial and maintenance equipment and supplies for restrooms including soap, towels and toilet tissue.
13. JANITORIAL SERVICES Lessor is to provide all services, supplies and equipment required to clean and keep clean all areas of the building, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by Lessee. Beginning January 1, 1995, proper disposal of materials shall comply with sections 16.15(3) and 287.07 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspaper, office paper, plastic containers, steel containers, and waste tires. Lessor shall provide a central collection area and separate collection containers as require for the deposit of all such recyclable and non-recyclable waste generated at the leased premises. Lessor further agrees to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.

The following is a list of required activities to be performed at least as often as indicated. While this list may omit some minor activities, it is the intent of this list to promote a building with a High Standard of Cleanliness.

AREA AND FREQUENCY INDICATION:

DAILY

- a. All Common Areas (Entrances/ Hallways/ Stairways/Snack or Break Area/Janitor Closet/Storeroom/etc.) - Clean glass in doors and metal framework; Empty/clean exterior ashtrays, waste containers and replace can liners; Sweep, mop floor, steps, landings, etc.; Vacuum carpet and walk-off mats and remove spots/stains; Clean, de-scale and polish water fountains; and spot clean walls and doors.
- b. Restrooms - Clean and disinfect dispensers, sinks, toilets, urinals and polish bright work.
- c. Office Areas - Empty waste containers and replace can liners, if used; Dust and/or damp wipe accessible furnishings, fixtures, vents and sills; Spot clean doors, walls and sidelights; Sweep/mop floors; and vacuum carpet and remove spots/stains.

ONCE-WEEKLY

- a. Restrooms - Clean inside toilet bowls and urinals; and damp wipe walls.
- b. Offices - Common Areas - Dust and/or damp wipe furnishings, moldings, handrails, fixtures, etc. Clean/disinfect and polish brightwork.
- c. Offices - Vacuum upholstered furniture; and edge-vacuum carpet.

SEMI-ANNUAL

- a. Resilient/Hard floor Areas - Strip, seal and refinish floors in spring and fall.
 - b. Carpet Areas - Wet extract carpet and apply soil retardant in spring and fall.
 - c. Restrooms - Wash walls, ceilings, doors and partitions in winter and summer.
 - d. Windows - Wash windows and storms both inside and outside and vacuum screens in spring and fall.
 - e. Light Fixtures - Clean fixtures and diffusers
 - f. Air Vents - Clean supply air diffusers and return air grilles.
14. Provide snow and ice control and removal. Snow and ice will be removed from designated walking surfaces on Lessor controlled parking lots and sidewalks on building grounds by 6:30 AM each working day and 9:00 AM on non-working days. These walk areas shall be maintained in a reasonably slip resistant condition and passable for people with disabilities (i.e. individuals who use walkers, canes, crutches, wheelchairs, etc.). Walking surfaces will be maintained snow and ice free during working hours. Particular attention shall be paid during on-going snowfalls, ice storms or when melting snow and ice re-freezes on walking surfaces. Parking lots shall be cleared within 24 hours of a 2-inch or greater snowfall (or sooner if weather permits).
- In the event that the Lessor fails to remove the snow and ice from the leased facility in accordance with the terms of the paragraph above, the Lessee may cause the same to be done and deduct the cost of such snow and ice removal from the rent due the Lessor.
- Lessee's removal of snow and ice shall not release Lessor of liability or obligation under the provisions of this lease or any law or regulation.
15. If Lessee exercises the third renewal period, Lessor will at Lessor's cost repaint the demised area as needed during the seventh year of occupancy. Lessor will, at Lessor's sole cost, repair or replace the carpet as needed in the demised area during the seventh year of occupancy. Lessor is responsible for moving Tenant's furniture and equipment as required for the painting and installation of carpeting.
16. In the event the Lessor does not furnish the aforementioned services and items in this Schedule or the demised Premises are untenable for any other reason which is not due to the negligence of the Lessee, the Lessee may provide such services and items at its own expense and deduct these expenses from rental payments, provided Lessee notifies Lessor thirty (30) days in advance of any deduction, and provides an itemized statement listing the services and items not being furnished.
17. Lessor agrees to construct and/or remodel and equip the building in accordance with State and local building codes, in accordance with mutually agreed upon plans attached hereto.

SCHEDULE II

CONSTRUCTION REQUIREMENTS

The Lessor/contractors shall comply with prevailing wage requirements of Article 103.49 of the Wisconsin Statutes if the cost of construction is greater than \$48,000 for single trade project or greater than \$100,000 for multiple trade projects.

GENERAL CONDITIONS All workmanship shall be done in compliance with standard and accepted trade practice. All regulations of the Federal Government, State of Wisconsin, and the local municipality will be complied with fully. After completion of work, the leased premises will be left in a clean and orderly condition, ready for occupancy. Wherever practical, construction and remodeling will conform to the Division of Facilities Development (DFD) Sustainable Facilities Guidelines and Master Specifications available at:

<http://www.doa.state.wi.us/Divisions/Facilities-Development/Document-Library/Master-Specifications-Design-Guidelines>

1. Ceilings:

- a. Offices, open office, conference, data/phone closet, reception/waiting areas: acoustical drop ceiling, with 2 x 2 or 2 x 4 x 3/4" grid, drop-in tile, color white, STC 35-39, minimum; NRC 50-60, minimum, light reflectance 75% minimum. The large conference room, the large and small PC training rooms, and the private offices will require insulation above the dropped ceiling for noise abatement.
- b. All other areas such as restrooms, entrances, service closets, storage rooms, file rooms: may be finished, painted drywall
- c. Finished height: Ideal 8'6" to 9' (minimum of 8' up to 12' maximum). (Room size and open area dependent.)
- d. Attic stock: Provide approximately 4% of ceiling tile

2. Floors: All floors will be level

- a. New carpeting shall comply with the current VOC limits of the Carpet and Rug Institute's Green Label Indoor Air Quality Test Program.
- b. Offices, clerical area, conference rooms, training rooms, waiting areas (unless otherwise specified below): Carpet tile: 20 oz./sq. yd.: level-loop; manufacture standard composite materials for primary backing with water resistant, mildew-resistant adhesive as recommended by carpet tile manufacturer. Pile must be ADA compliant.
- c. Restrooms: Ceramic floor tile with ceramic cove base.
- d. Breakroom, vending machine areas, storage room, copier rooms, mail rooms, data/phone closet, etc.: vinyl tile or sheet goods.
- e. Vestibule/lobby: Ceramic floor tile with recessed mats similar to DecoGard "Pedimat", maintained by Lessor.
- f. Loading dock, mechanical rooms: Sealed concrete floors.
- g. Cove Base: (unless wood or carpet is preferred by Lessor) all spaces, except where ceramic flooring is used, 4" x 1/8" vinyl cove base.
- h. Lessor will, at Lessor's sole cost, repair or replace the carpet tile at during the seventh year of occupancy as needed if the third 2-year renewal option

has been exercised. Lessor, at Lessor's sole cost, is responsible for moving Lessee's furniture and equipment as required for the installation and/or repair of carpeting. The Lessor will provide at least commencement a 4% attic stock. **NOTE:** An agreement shall be reached during lease negotiations regarding a credit due the Lessee in the event that for any reason this work is not completed within a 6-month period following the due date.

3. Walls:

- a. All new walls to be drywall: one layer 1/2" or 5/8" type X gypsum wallboard applied to each side of 3-5/8" metal or wood studs; with 1" type S drywall screws 8" on center, to vertical edges and 12" on center to intermediate studs. Stagger joints on each side.
- b. Newly constructed walls should obtain an STC rating of 50 or greater.
- c. All interior walls to be insulated for sound abatement
- d. Walls to extend to finished ceiling
- e. Provide expansion joints as necessary
- f. All walls, both new and existing, to receive primer finish and two finish coats of semi-gloss or eggshell orange peel textured finish.
- g. Corner guards: provide 44" guards on all outside corners and columns, color clear or match wall color
- h. Restrooms: Include 48" wainscoting of ceramic wall tile or other hard washable surface.
- i. Provide touch-up painting after move-in.
- j. Provide 3" - 4" hardwood chair rails around perimeter in all conference rooms and large training room at chair back height.
- k. The Lessor will hang/install bulletin boards, pictures, tack strips, whiteboards, screens, etc. as provided by the Tenant.
- l. Lessor will at Lessor's cost repaint the demised area as needed during the seventh year of occupancy if the third 2-year renewal option has been exercised. The Lessor is responsible for moving Lessee's furniture and equipment as required for the painting. **NOTE:** An agreement shall be reached during lease negotiations regarding a credit due the Lessee in the event that for any reason this work is not completed within a 6-month period following the due date.

4. Doors, door frames, hardware:

- a. The primary accessible entry doors will require ADA compliant power door openers.
- b. All interior doors: solid core construction, 3'-0" x 6'-8" x 1-3/4", SLC-5 construction (glue-blocked, 5 ply), stained and varnished.
- c. Exterior metal doors, all door frames, window frames: 16 gauge, 2" width, shall be factory painted or 1 coat primer, 2 coats satin enamel
- d. All doors to have appropriate ADA compliant hardware including but not limited to: ADA compliant levers, pulls, panic hardware, compatible latches; kick-plates for restroom and service room doors; wall/floor stops, door silencers; ADA compliant closures for all exterior entrance/exit, suite and restroom doors; passage and/or keyed latch sets as specified, minimum 3 keys per lockset

- e. All solid core doors to be warranted from warpage and defect for 1 year from occupancy.
 - f. The doors in the offices, clerical area, from the hall into the waiting room and into the conference room, and the main entry door shall have a window or sidelight window.
5. **Windows:** (It is desirable that at least 10% of the entire area have direct natural lighting. This may be accomplished by using skylights.
- a. All new exterior windows shall be insulated Low-E glass.
 - b. All exterior windows shall have mini-blinds.
 - c. Windows may be either fixed or operable.
6. **Provide, maintain and service heating, air conditioning, plumbing and ventilating equipment as per manufacturers and/or installers recommendations.**

Must be compliant with State of Wisconsin Administrative Codes SPS 363 and 364, and ASHRAE 62.1-2013, in addition to all other applicable Federal, State and local codes. Relative to ventilation codes, where SPS 364 and ASHRAE 62.1-2013 conflict, apply SPS 364 to existing HVAC and ASHRAE 62.1-2013 to new HVAC equipment selections ensuring in all circumstances, that HVAC ventilation requirements will always meet or exceed State of Wisconsin Administrative Code SPS 364 minimum guidelines.

Lessor shall meet the following requirements:

- a. All new HVAC units and equipment installed shall be high-efficiency type; gas-fired heating is required in all new construction.
- b. All rooms shall have sufficient air movement to meet the Wisconsin code for air exchanges and CFM for office space and have adequate zoning to meet:
Seasonal set points shall be as follows:
Summer: 76 Degrees (+/- 2 degrees) and humidity of 50% (+/- 10%)
Winter: 70 Degrees (+/- 2 degrees) and humidity level of 25% (+/-5%)
- c. Provide a fully ducted supply and plenum return HVAC system with adequate zoning.
- d. All new exterior walls and ceilings must meet minimum insulation code requirements.
- e. Provide perimeter heating for exterior walls if required to meet seasonal set-points.
- f. Provide space heating for airlocks and lobbies, if necessary.
- g. All air-handling equipment filters are changed quarterly.
- h. Provide automatic temperature adjustment capability for unoccupied modes.
- i. Provide separate venting/fans for restrooms.
- j. Provide an approved "Test and Balance" report, for newly constructed and /or remodeled space, which is taken and completed after the space is fully occupied and the construction and/or remodeling projects are completed.

- k. Thermostat locations in open office area to be 48" AFF and coordinated with equipment and furniture locations.
- l. Thermostat locations in all enclosed rooms to be above light switch, unless zoning does not allow.
- m. The use of non-tenant adjustable thermostats or locking thermostat covers.

7. Electrical: All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code chapter SPS 316, the National Electrical Code (ANSI/NFPA 70), other applicable National Fire Protection Association codes, the National Electrical Safety Code, present manufacturing standards (including NEMA).

- a. Each enclosed room, including all storage rooms, offices, file rooms, and conference rooms shall have, at a minimum, one duplex every 12 lineal feet, and a minimum of 2 each telephone and data outlets.
- b. Standard office requirements shall include provisions for copiers, faxes, computers and related equipment, and other standard office equipment. Where noted in the summarized room requirements, copiers & printers must be on separate circuits from other equipment.
- c. Electrical installation shall be everything for an end-to-end installation including all wiring, junction boxes, conduit, grounding, switches, panel boxes, circuits, switch plates, faceplates, receptacles, etc.
- d. Breakroom shall have sufficient outlets for refrigerators, microwaves, and coffee makers. Employee break rooms, vending areas and lactation room shall have sufficient outlets & circuits to support the equipment noted in the summarized room requirements.
- e. Data/telecom room shall have all electrical specifications listed under room requirements in Appendix 3 – Summarized Room Requirements, line I.

8. Lighting: All work and materials are to conform in every detail to applicable rules and requirements of the Wisconsin Administrative Code SPS 316 and 363, and the National Electrical Code.

- a. All areas to have ambient light level of 50 foot-candles throughout the demised area with 70 foot-candles at desktop. Provide a minimum of 30 foot-candles in corridors.
- b. Provide 2' x 4' drop-in florescent fixtures. Lamps shall be high-performance T8, F32T8, 5000° K lamps to conform to the specification of the Consortium for Energy Efficiency unless otherwise specified.
- c. Lamps shall be TLCP requirements for low mercury and all mercury in the product shall be recycled material.
- d. Prismatic acrylic lenses are acceptable for file storage, data/telephone room, mechanical room, restrooms, waiting area, and halls.
- e. Provide adequate lighting in restrooms with light fixtures above the sinks.
- f. Provide florescent strip lighting below cabinets in conference room.
- g. Each constructed space to have separate light switch.
- h. Provide lighting at all exterior entrances/exits.
- i. Provide adequate security lighting for on premise parking areas.
- j. Prior to construction, lighting design will be reviewed for approval by Lessee to ensure compliance with tenant requirements.

- k. Lessor to furnish and install light bulbs, fluorescent tubes, starters, ballasts and transformers required for occupancy. Incandescent light bulbs are prohibited. Compact fluorescent lamp temperature shall be 5000° K with a color rendering index (CRI) at or above 80. Ballasts shall be instant start and conform to CEE Guideline above.
- l. Occupancy sensors shall be used as much as practical (occupancy sensors shall typically be used for required automatic light shut off instead of central time-clock controls or central energy management system control). Consider their use in all restrooms, interview rooms, conference rooms, individual officers, and corridors.

9. Data and Telephone Voice and Data Cabling: Wiring Conduits:

- a. Voice and data cabling shall be provided and installed by Lessor.
- b. Each room will have at least two voice/data locations, with state standard of one voice and two data jacks per location. Data/Voice specifications listed under room requirements in Appendix 3, Lines, C, D, E, F, G, H, and I.
- c. Conduit, raceways or clear paths will be provided from the wiring closet to the ceiling area of each room in the demised area to accommodate the voice/data cables.
- d. Lessor to make the telephone company demarcation point accessible for purposes of extending telecommunications cabling to the tenant's wiring closet.
- e. The contractor, retained by the proposer, shall provide all labor and materials necessary to construct a Structured Voice and Data cabling system that meets the TIA/EIS 568 structured cables specifications. This includes, but is not limited to, furnishing and installing cable, cable supports, innerduct, racking and termination components, termination, testing, labeling and documentation.
- f. At the Telecommunications room data cable terminations shall be rack mounted patch panels. The Data Patch Panel shall consist of a Modular to 110-type connector system. The largest single patch panel configuration shall not exceed 48 ports.
- g. At the Telecommunications room(s) and the Main Equipment Room, each Horizontal Voice Cable shall be terminated on high density 110 blocks. Wall mounted patch panels and terminal blocks must be mounted on a prepared surface consisting of 5/8 inch plywood securely fastened to the building walls. All six surfaces of the plywood must be painted with fire retardant paint.
- h. The proposer shall provide BACKBONE (RISER AND TIE) for both the voice and data cabling between the Entrance room and each Telecommunications room. The voice Backbone shall be sized so that each horizontal voice cable can be dedicated to the entrance room.

- 10. Cabinetry/Carpentry:** All areas provided must meet minimum standards of ADA compliance.
- a. For each room requiring millwork, they shall have plastic laminate counters of standard depth and height. The upper and lower cabinetry will have 2 adjustable shelves in each section, all having laminated fronts, countertop and splashguard.
 - b. Provide heavy-duty constructed shelving in IT storage room and supply closet
 - c. Provide all coat closets with shelf and rods.
- 11. Plumbing:**
- a. All rest room fixtures and furnishings will be ADA compliant.
 - b. Insulate all under sink lavatory piping in restrooms.
 - c. One janitorial sink shall be provided in the janitor closet.
 - d. Water will be available if needed for connection to coffee vending machines and refrigerator in break room.
 - e. The break area, lactation room and large training room counter(s) shall meet the minimum ADA requirements and must have included a sink or sinks with hot/cold running water.
- 12. Accessibility and Security:**
- a. All demised and common areas of the facility and exterior areas, including parking, utilized under this lease, including restrooms and any elevator(s) **must meet all requirements of new construction** for accessibility, health and safety standards in compliance with and in accordance with Wisconsin Administrative Code, Chapters SPS 332, 361 - 365, and the ANSI A117.1. ANSI A117.1 will take precedence over Wisconsin Administrative Codes, except when such codes shall be equal to or exceed the ANSI Regulations. All elevators shall meet the Wisconsin Administrative Codes, SPS 318 and SPS 362 and the ANSI A117.1.
 - b. Provide door locks as listed in Appendix 3 – Summarized Room Requirements.
 - c. Lessor to provide and maintain a complete operating Card Access system. The card access system shall be fully compatible with the existing card access system located in various State Office Buildings, and will be controlled by the existing Capitol Police CCure 8000 system. The System shall include proximity card readers, controllers, wiring, and all other equipment necessary for the complete specified operation with the existing CCure 8000 System.
- The system shall utilize Software House iStar controllers and add-on boards as appropriate for the specific installation. Controllers shall be fully integrated with the existing Software House CCure8000 system, and shall be of the latest design with the current version of firmware. Access cards shall be 35-bit proximity cards compatible with existing HID brand Corporate 1000 cards currently used by the Capitol Police; numbering shall be coordinated by the factory with the existing Capitol Police card database. Card readers shall be compatible with existing 125 KHz proximity access

cards. Each reader shall be the model and size most appropriate for each individual door application

- d. All exterior ingress doors, data/telecom room, wiring closets and lactation room are to have card access.
- e. Card access points are needed at the separation of public spaces and office space.

13. Exterior of Building and Landscaping:

- a. Provide landscape as necessary or required by city ordinance.
- b. Provide sufficient parking spaces. Parking areas to be paved and striped and complying with all Wisconsin Administrative Codes and ANSI A117.1. Include all signage required for accessible parking stalls.
- c. All entrances and exterior doors to be accessible with grade complying with ANSI A117.1 and Wisconsin Admin Code.
- d. Ensure all exterior walls, windows, roof, walkways are in good repair.

14. Signage:

- a. Provide and install signage on the exterior of the building and/or parking lot (if allowed by local ordinance) identifying tenants and address which is visible from the main street as requested by tenant.
- b. Provide and install ADA compliant directional signage in main entrance and in hallways as necessary to direct clientele to offices, which are not located at the main entrance. Signage to be visible and legible from a 15'-0" distance and well lighted.
- c. Provide and install ADA compliant restroom signage utilizing Grade 2 Braille and pictographs.
- d. Provide and install miscellaneous signage such as Emergency Exit Only, Employees Only, No Admittance, etc.

15. Fire Protection:

- a. Provide the Premises with a fire alarm and detection system that complies with all State building codes, International building code (IBC) and Local building codes. In the event the Premises are not required to have a fire alarm and detection system by any code, Lessor shall install and maintain a fire detection system consisting of automatic detection (heat and smoke detectors), audio/visual notification devices and pull stations in accordance with the National Fire Protection Association (NFPA) under NFPA 72 and National Electric Code NEC 760. The fire alarm and detection system shall be inspected, maintained and tested in accordance with NFPA 72, by licensed contractors and fully documented. Documentation shall be made available to Lessee, within ten (10) days of Lessee's written request.
- b. Provide, install, and maintain fire extinguishers as required by all governing codes and regulations and Underwriters Lab (UL) recommendations.

- 16. Other Requirements:**
- a. Provide safe drinking water with hot and cold running water for restrooms, counter(s) and janitors sink.
 - b. Heat and air conditioning costs
 - c. Furnish, install, and replace light bulbs, fluorescent tubes, starters, ballasts or transformers.
 - d. Water and sewer costs.
 - e. Provide electricity for lights and other electrical equipment necessary for operation.
 - f. Furnish building occupancy or use permit if required.
- 17. Plans/Submittals:** Prior to commencement of any work, Lessor shall submit to the Department of Administration, and the Department of Workforce Development, preliminary plans for review and signature. The plan package shall consist of, but not limited to the construction and demolition plans including the following:
- a. Mechanical/HVAC plans
 - b. Electrical, data/telephone, and lighting plans and cut sheets
 - c. Door and finish schedules
 - d. Plumbing plans
 - e. Site plans with parking indications
 - f. Architectural construction drawings with dimensions.
 - g. Millwork drawings
 - h. Materials list and samples including:
 - 1) Paint and finishes
 - 2) Ceiling
 - 3) Flooring & Base
 - 4) Laminate
 - 5) Door finish

H. APPENDIX 8 - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFO FORM

STATE OF WISCONSIN, DEPARTMENT OF ADMINISTRATION

REQUEST FOR PROPOSALS No. 445-023

DEPARTMENT OF WORKFORCE DEVELOPMENT - MILWAUKEE

The attached material submitted in response to RFP No. 445-023 includes proprietary and confidential information which qualifies as a trade secret, as provided in §19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Item	Page(s)	Section	Topic
1			
2			
3			
4			
5			
6			

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The state considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name:	
Authorized Representative (Signature)	
Authorized Representative (Type or Print Name):	
Date:	

